Title III Calendar

Process or Event	Responsible Individuals	Estimated Date	Comments
Identify ELL students	School/District Personnel	Ongoing	Parents notified no later than 30 days after the beginning of the school year; if child not identified prior to school year, then parents notified within 2 weeks of placement in program
Enter ELL status in LEA SIS	LEA staff	Ongoing	Requires cooperation and the involvement of ALS Directors and LEA IT staff. ELL status in SIS should be LEA's official ELL data.
LEAs submit October Clearinghouse files indicating if a student is ELL (Y), ELL but refused services offered through NCLB Title III (O), or Exited an ELL program in a prior year (F)	LEA IT	Oct. 1-15	Files may be submitted and re-submitted up through October 15. Files are not permitted after October 15.
Clearinghouse reports are returned to LEAs for review by LEA specialists. Reports from the Clearinghouse are posted to the 'Clearinghouse\Reports' folder on the secure FTP site for LEAs to retrieve each time the LEA submits a Clearinghouse file.	ALS Directors	Oct. 15 (approx.)	It is important for ALS Directors to be around during this time to review data submitted for accuracy. Contact Bruce Hudgens- USOE -801 538 7926 – bruce.hudgens@schools.utah.gov
October Clearinghouse deadline	LEA staff	Oct. 15	Files may be submitted and re-submitted up through October 15. Files are not permitted after October 15.
Funding allocations made for Title III ELL, based on Year-End -YE- Clearinghouse file	USOE School Finance	After July 7	
Funding allocations made for Title III Immigrant	USOE	August	Immigrant average enrollment from the previous two years compared to the current year; awarded based on significant increase (.005%).
Data for previous year reported to USED by USOE based on Year-End data. Federal funds to Utah are allocated based on this data.	USOE	December	
UALPA ordering window	Assessment Directors	TBD	LEAs submit a pre-print file to USOE Computer Services at least 10 working days prior to the date the pre-printed student labels will be needed. LEAs should request pre-prints as close as possible to the UALPA administration date.
UALPA testing window.	Assessment Directors	Jan. 12- May 7	Test all students designated as ELL (Y) or ELL but refused services offered through NCLB Title III (O)
LEAs submit Year-End Clearinghouse files indicating if a student is ELL (Y), ELL but refused services offered through NCLB Title III (O), or Exited an ELL program in a prior year (F)	LEA IT	May 1 - July 7	Files may be submitted and re-submitted up through July 7. Files are not permitted after July 7.
Clearinghouse reports are returned to LEAs for review by LEA specialists.	ALS Directors	May 1 - July 7	It is important for ALS Directors to be around during this time to review data submitted for accuracy.
Year-End Clearinghouse deadline	School/District Personnel	July 7	Files may be submitted and re-submitted up through July 7. Files are not permitted after July 7.
Load CRTs & UAA raw data from the assessment system into Warehouse	USOE	June 30	
Verify total CRT, UAA, DWA, and UALPA test with Assessment systems counts	USOE	June 30	
Determine ELL students **automatically exited** (using ELA CRT & UALPA scores)	USOE	July 21	
AMAO Reports run	USOE	Just after AYP reports are produced on 7/26	By fed rule AMAO need to go out the same time as public AYP - 2 weeks before the beginning of school (8/21).
Produce SERFs & AYP to LEAs. SERFs include ELL students automatically exited to monitoring, as well as ELL and UALPA data.	USOE	July 26	
Produce AMAO to LEAs	USOE	August	
LEAs review list of students **automatically exited** to monitoring	ALS Directors	July 27-Aug. 31	Requires cooperation and the involvement of ALS Directors and LEA IT staff.
LEA **overrides** (changes to the list of students automatically exited to monitoring) are due; must be uploaded to MOVEiT folder (See Back of Page)	ALS Directors	Aug. 31	Requires cooperation and the involvement of ALS Directors and LEA IT staff.
Release AMAO, AYP to Public	USOE	Aug. 7	By fed rule AMAO need to go out the same time as public AYP - 2 weeks before the beginning of school (8/21).
LEAs update ELL codes to "F" for students who were automatically exited to monitoring (manual or automatically depending on LEA). Set exit date to 6/30/2010 etc.	LEA staff	July 26-Oct. 15	Should be done prior to fall Clearinghouse submissions

Compiled by USOE Sections: Computer Services, Data Quality, Assessment, Title III.